Planning for Recertification

October 14, 2021

Presenter

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Webinar Housekeeping

- Post questions in Chat or Questions option
- All attendees muted until the end
- Slides will be emailed and posted at https://www.sustainablejerseyschools.com/resources/presentations/webinar-recordings/

Grant Funding Opportunities

New Jersey Education Association Grants

Ten $10,000 and forty $2,000 grants for any initiative that would earn points towards Sustainable Jersey for Schools certification. **Deadline Oct 29**

Gardinier Environmental Fund Grants

$10,000, $20,000, $30,0000, $40,000, and $50,000 grants for projects focused on energy conservation, energy efficiency, and renewable energy. **Deadline Nov 5**

EmPowered Schools Program

Formerly PowerSave Schools, engages PK-12 students in saving energy and money in their schools and homes. **A few spots are still available**.

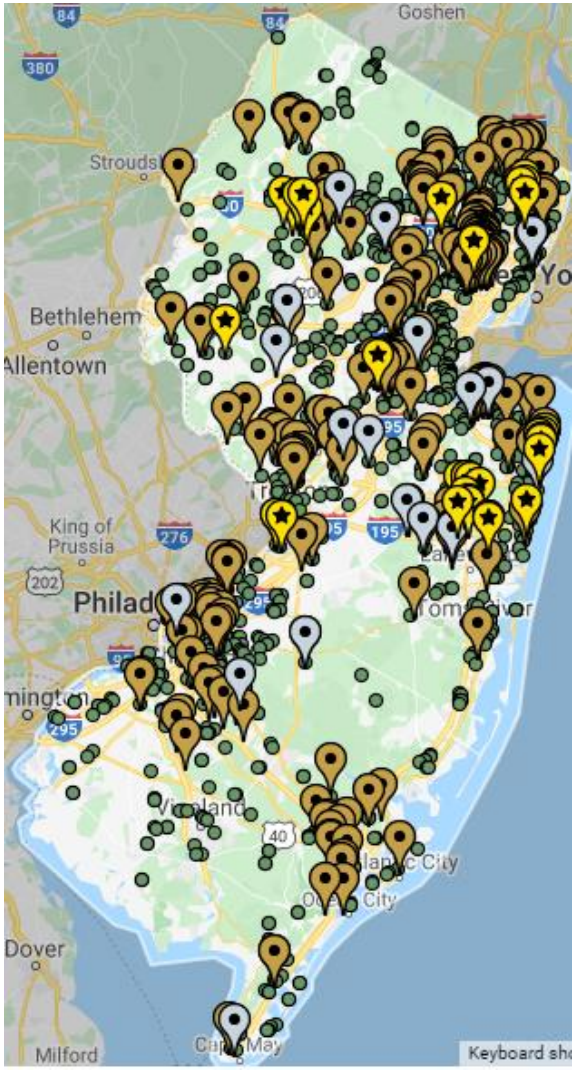
For details and applications: https://www.sustainablejerseyschools.com/grants/

Webinar Agenda

- Why Get Recertified?
- Certification Requirements & 2022 Cycle
- Online Recertification Process
- Strategizing with your Online Application
- Resources & Tips for Success
- Technical Assistance/Questions

Why Get Certified?

- Keep districts and schools focused on making progress
- Tap into extensive support and training
  - Sustainable Jersey training and events
  - Connections to partner organizations willing to help
- Priority access on incentives and Sustainable Jersey grants
- Continue to gain recognition
- Fuel the statewide movement – 335 schools certified



Levels of Certification

- Green team
- 2 out of 14 priority actions
- Actions completed in 6 of 22 categories

- Green team
- 3 out of 14 priority actions
- Actions completed in 8 of 22 categories

If you recertify before all points in the application expire you can build on existing approved points for certification instead of starting from zero!

https://www.sustainablejerseyschools.com/certification/certification-overview/

Digital Schools

- **New!** Digital Learning actions added this year
  - *Offer opportunity to earn more points; to earn a Digital Schools Star*
- **Digital Schools Star** is awarded to schools
  - *Districts and schools complete requirements as part of the certification application*
  - *Schools submit separate Digital Schools Star application (single action with checklist) in the final round of the certification cycle*

For program details, go to:
https://www.sustainablejerseyschools.com/actions/digital-schools-program/

Recorded webinar: Is Your School a Digital Schools Star?
https://www.sustainablejerseyschools.com/resources/presentations/webinar-recordings/#c2098

2022 Certification Cycle

- **January 13** – Initial Application Deadline
- Late February – Reviewer Comments
- **March 29** – Second Submission
- Early May – Reviewer Comments
- **June 15** – Final Application Submission
- Early August – Certified Schools Notified
- **October** – Certified Schools Celebration

2020 Awards

Lawrence Twp Public Schools
Bronze Certified

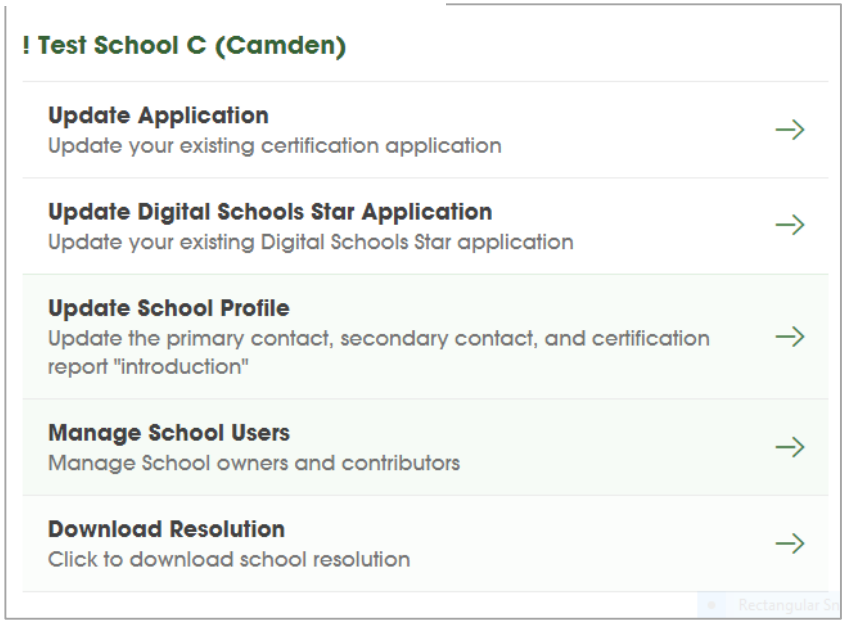
Winslow Twp Middle School
Silver Certified &
Sustainability Champion

https://www.sustainablejerseyschools.com/certification/2022-certification-cycle/

Applying for Recertification

Accessing the Dashboard

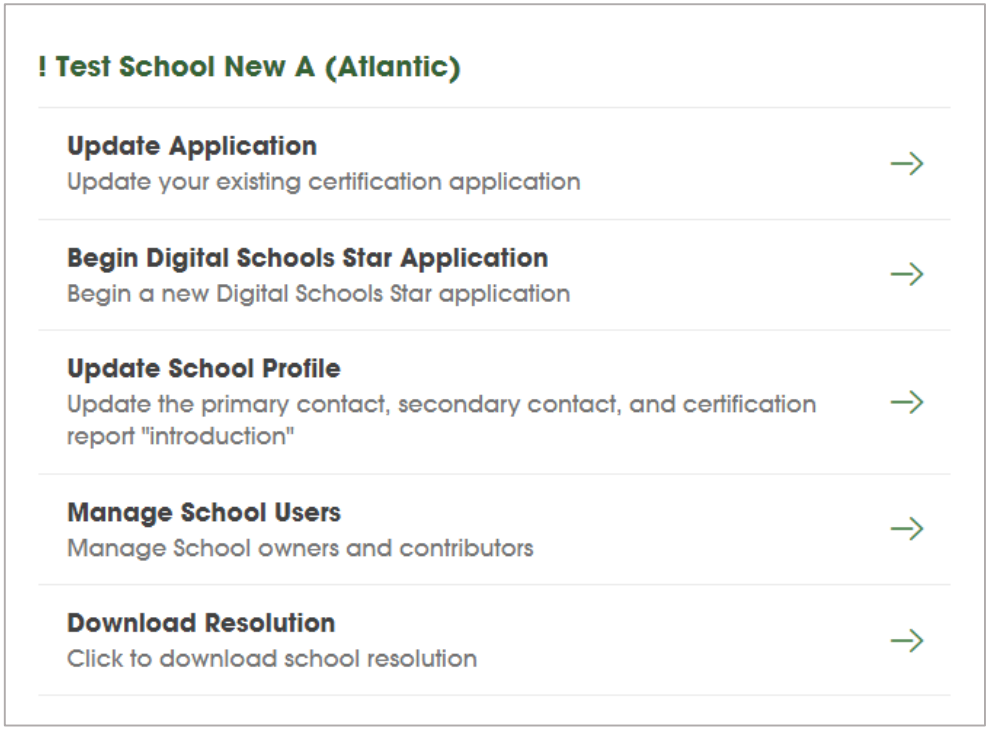
- Click Sign in at top right of homepage to login or create account
- Click on left hand side → **District and School Dashboards**



- You will be taken to a page that lists the districts and/or schools that you are linked to
- Go to ***Update Profile*** and ***Manage Users*** to make sure that all contacts are up to date

District and School Dashboards

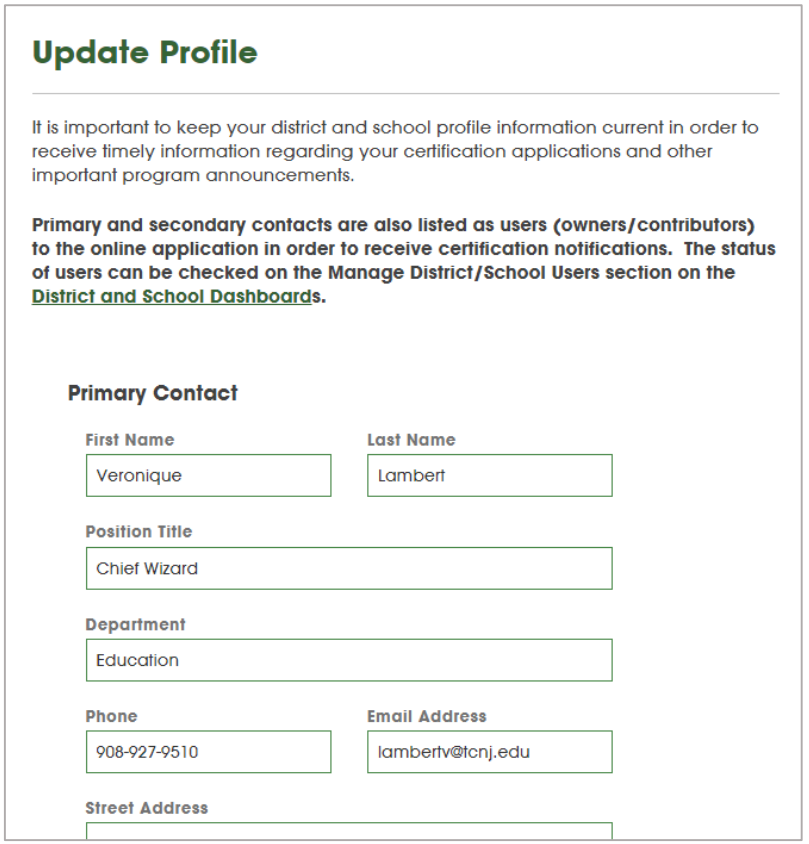
- This is where you can access your application, update your profile, add users, and view registration documentation



- **In order to have access to a dashboard you must:**
  - Have a username and password for the website
  - Be linked to a district or school through the registration process or by someone already linked

Update District/School Profile

- Use this primarily to update contact information
  - Please keep this information up to date since these contacts will receive important emails regarding the program and the application process & status
- Click “Update Profile” at bottom to save changes



Update Profile

It is important to keep your district and school profile information current in order to receive timely information regarding your certification applications and other important program announcements.

Primary and secondary contacts are also listed as users (owners/contributors) to the online application in order to receive certification notifications. The status of users can be checked on the Manage District/School Users section on the District and School Dashboards.

Primary Contact

First Name: Veronique

Last Name: Lambert

Position Title: Chief Wizard

Department: Education

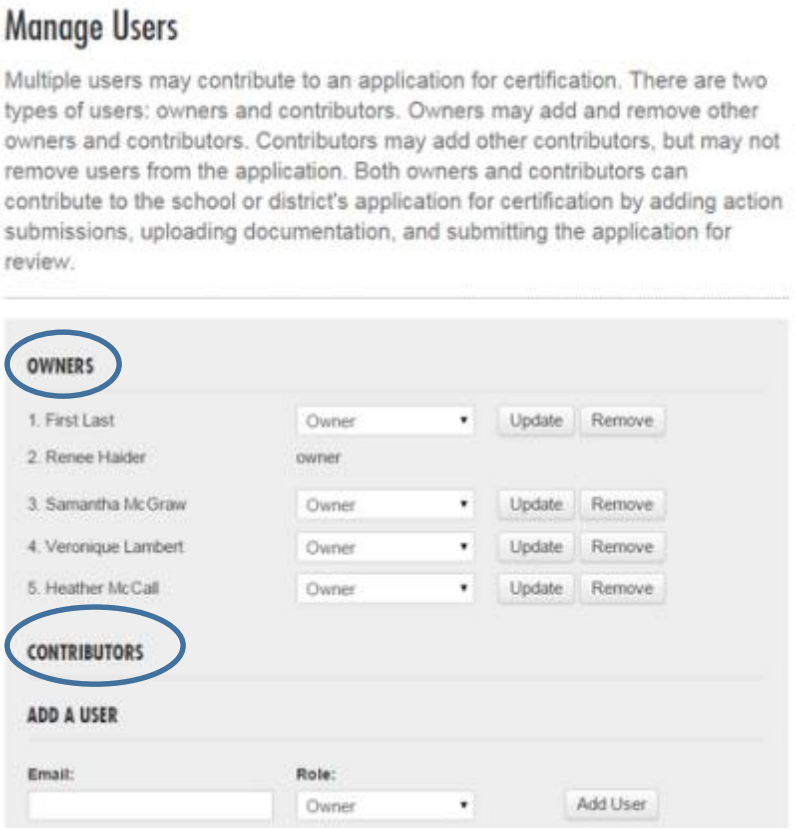
Phone: 908-927-9510

Email Address: lambertv@tcnj.edu

Street Address

Manage Users

- Allows you to add or remove users to the district/school dashboard
- Can be designated as owner (limit 5) or contributor
  - Both can work on application (edit, upload, submit for review, etc.)
  - Owners can add/remove other owners & contributors
  - Contributors can add other contributors

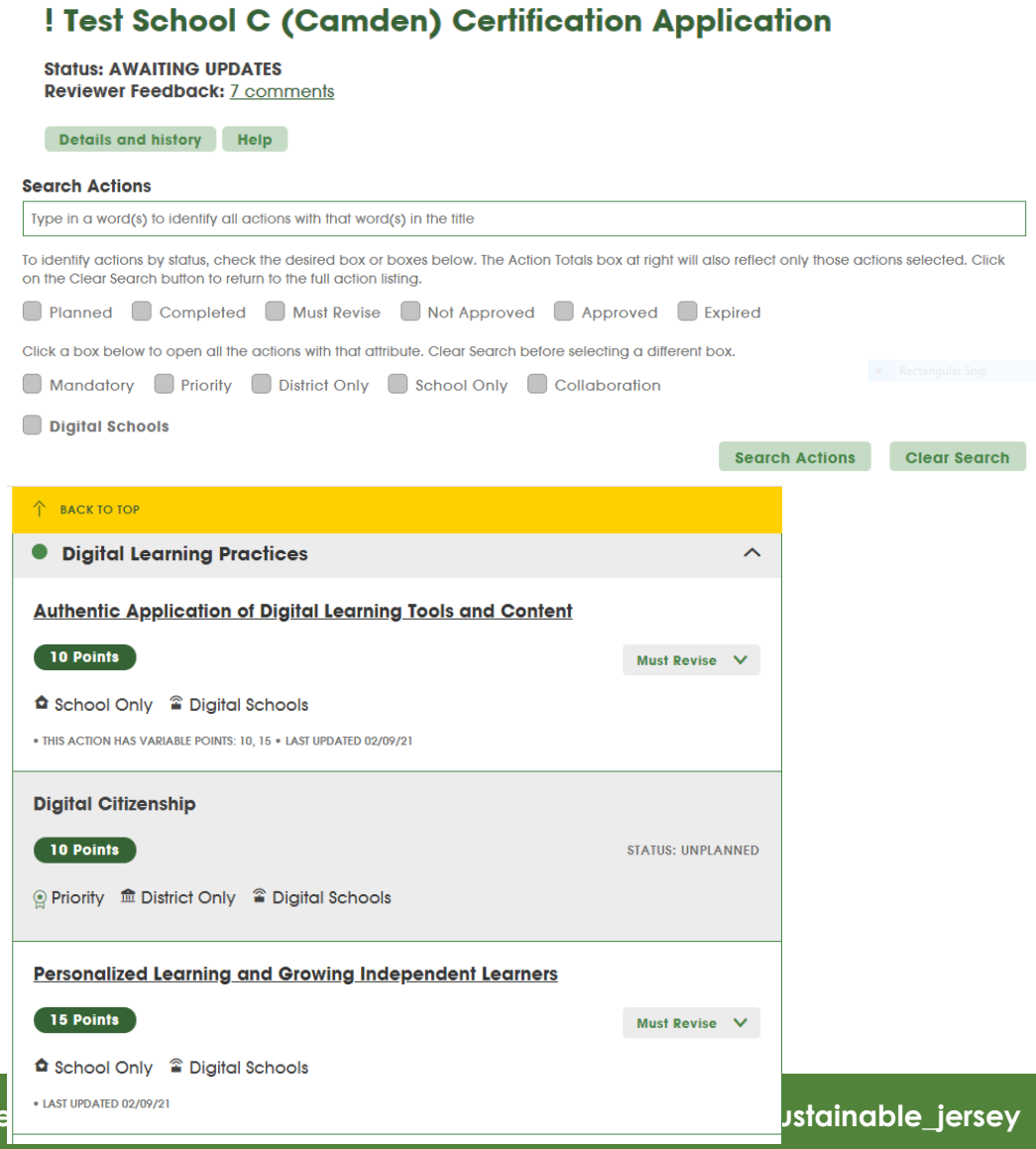


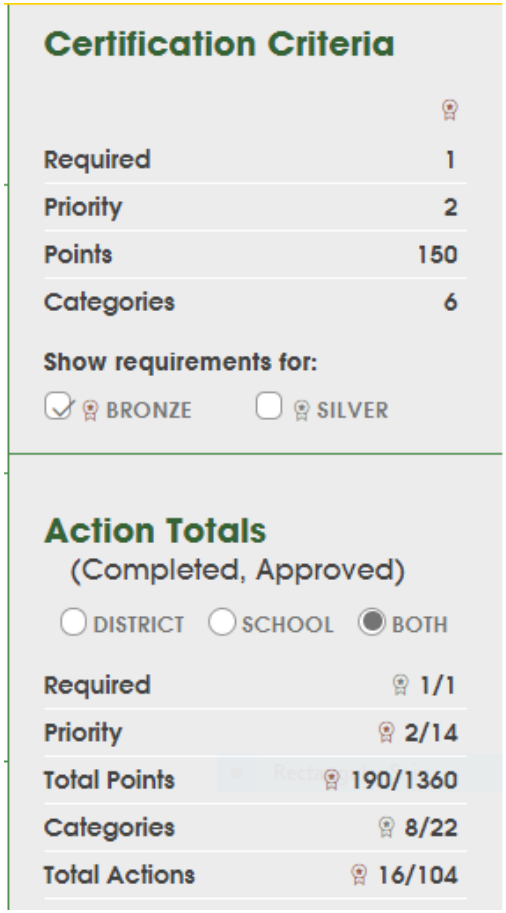
Application – "Living Document"

Application Overview

Search Features

Action Listing

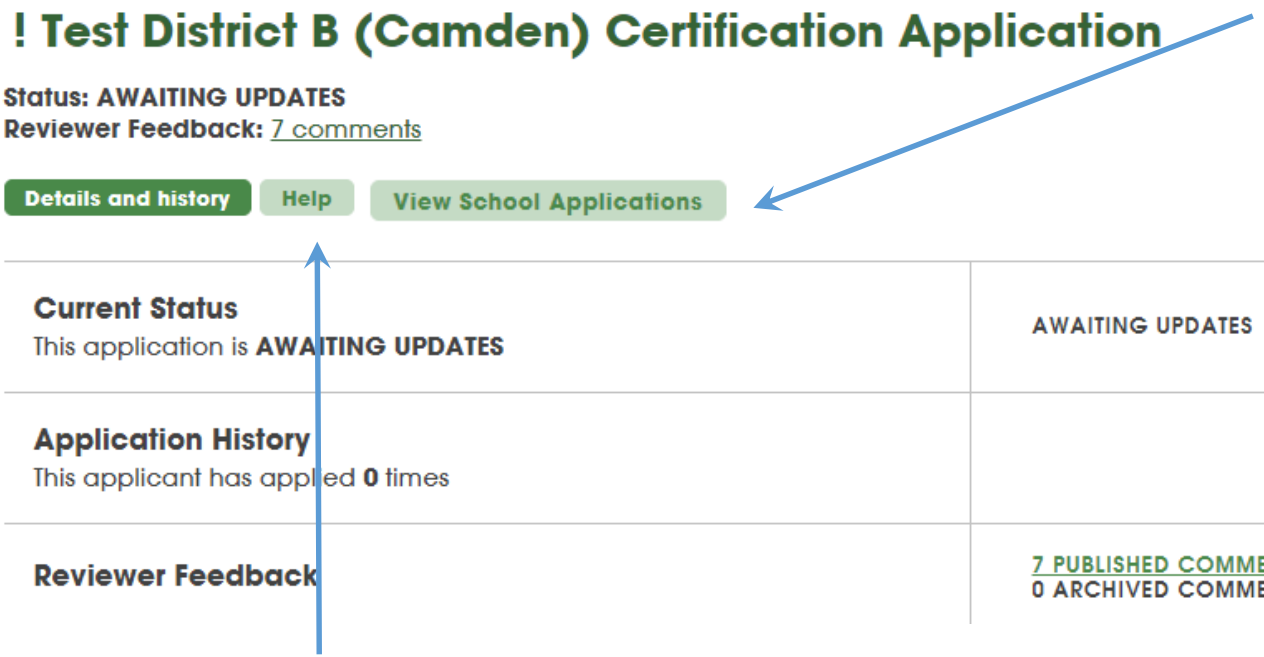




Point Calculations

District Application Overview

Click "Details and history" to see:



View school applications: District users can view the applications of their schools

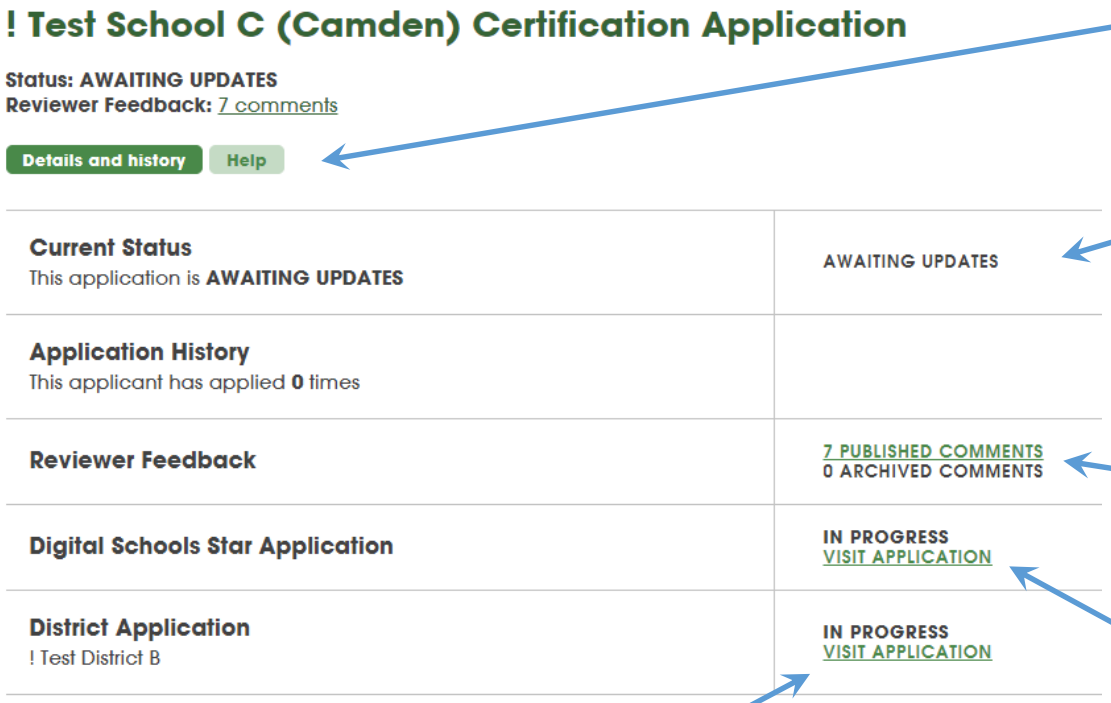
Current status: Awaiting Updates applications have been reviewed and can be submitted again

Check on reviewer feedback

Help: links to ***Application User Guide*** and ***Master Action Tracking Spreadsheet***

School Application Overview

Click “Details and history” to see:



Get help: links to *Application User* ***Guide*** **and** ***Master Action Tracking Spreadsheet***

Current status: Awaiting Updates means the application has been reviewed and unlocked. It should be updated before being submitted for another review.

Check on reviewer feedback: Once you have submitted your application it has been reviewed

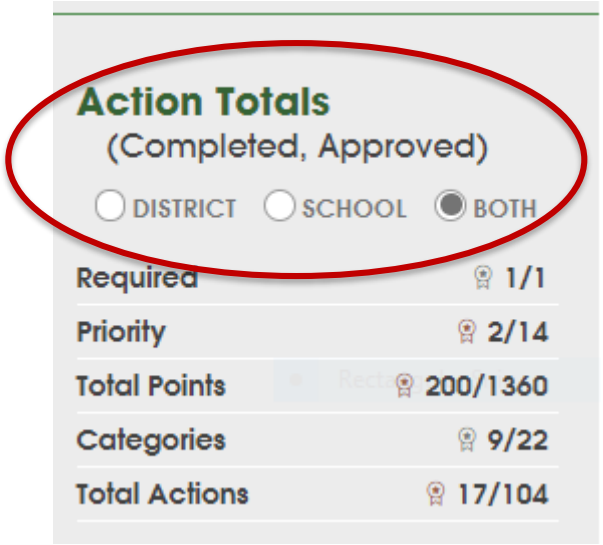
Go to Digital Schools Star application

Visit District application: School users can view the application of their district

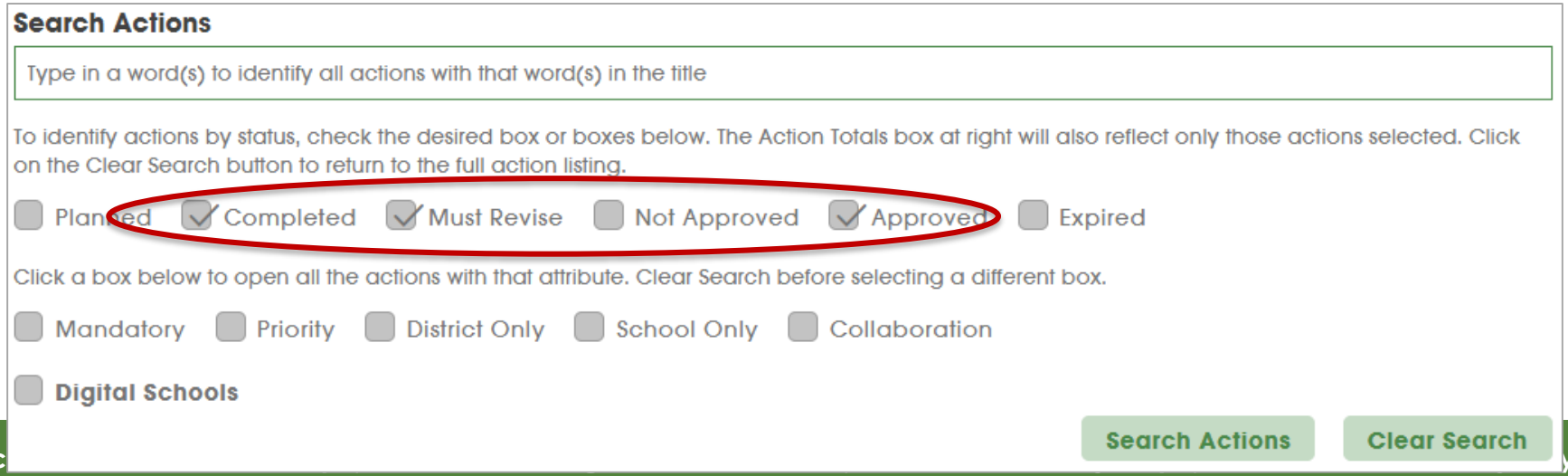
Calculating Points

Use the **Action Totals** counter in right column to track your point totals.

The counter defaults to show total of Completed and Approved points. In school applications it also defaults to show points from both the district and your school application.

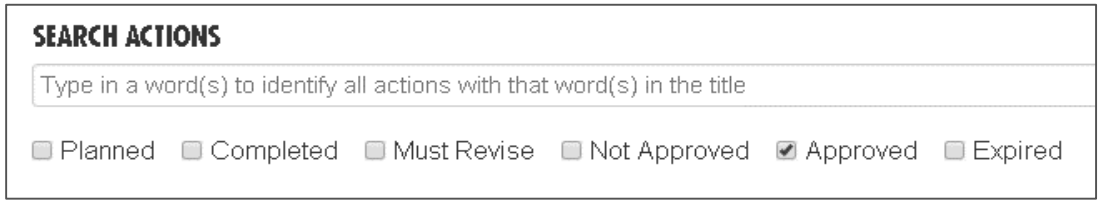


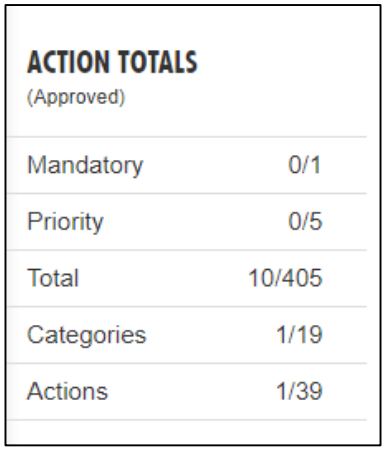
View point totals for actions with different statuses by checking the desired boxes under Search Actions

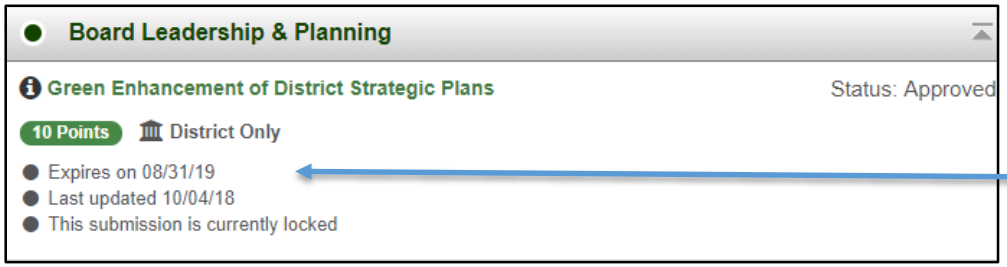


Strategizing with your Online Application

1. First, determine the number of approved points, and check their expiration dates

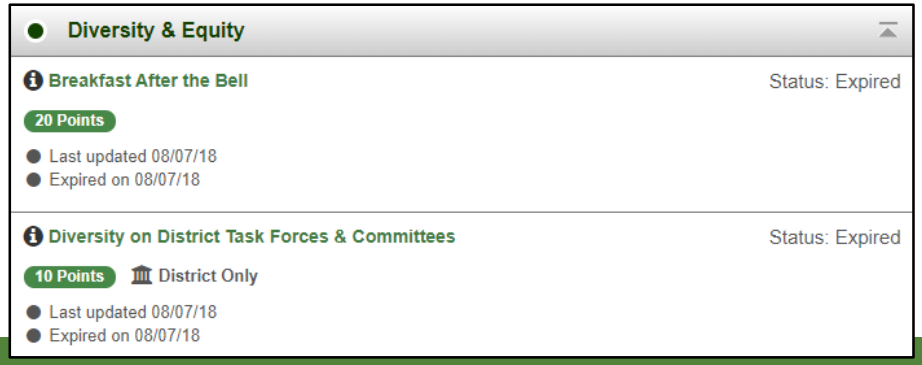






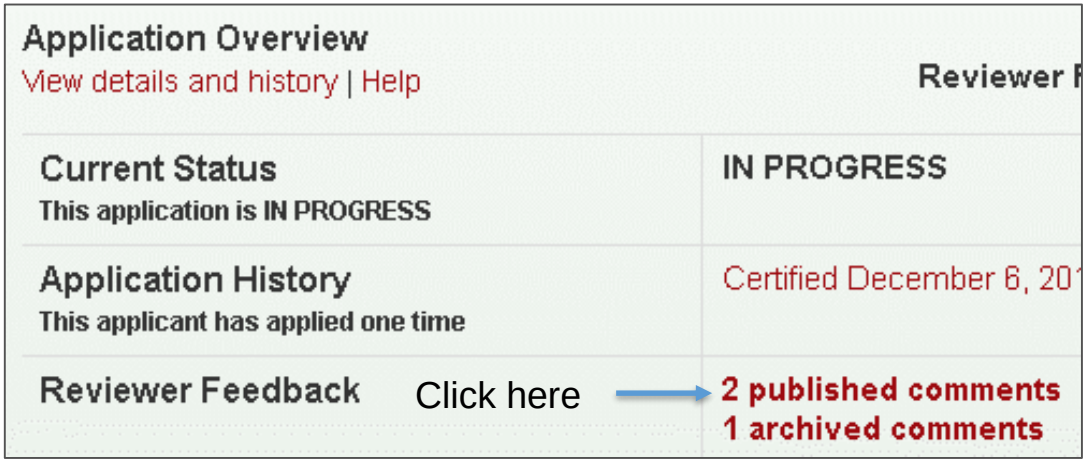
Actions that expire **after** the January submission deadline **do not** need to be updated.

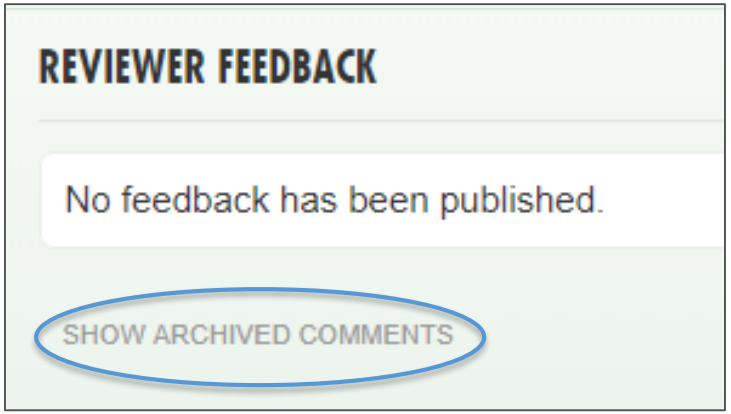
2. Next, focus on updating actions that have expired



Strategizing with your Online Application

3. Look at the **not approved** actions and read the reviewer feedback to determine what was missing





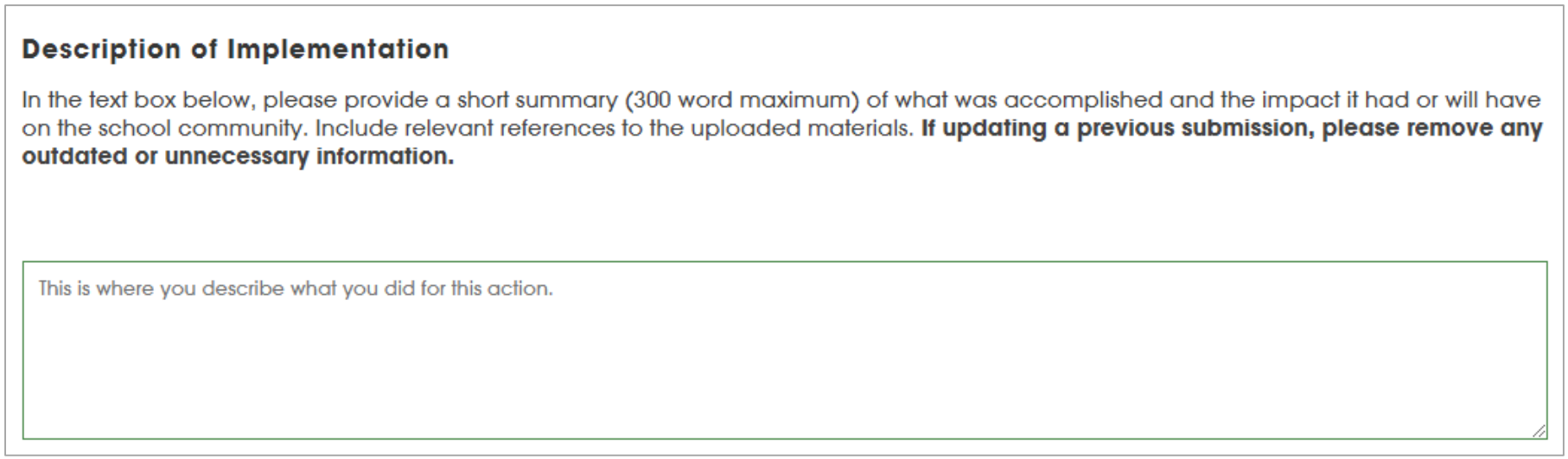
Feedback on Not Approved actions from a previous submission can be found by clicking “Show Archived Comments”

Strategizing with your Online Application

- 4. Input information about **approved**, **expired** and **not approved** actions into the Master Action Tracking Spreadsheet so that your team can develop a plan for recertification
  - Link to Spreadsheet can be found under "Help" button at top of application main page, or on the Working on Certification page under Green Team Resources
  - Spreadsheet includes the action name, submission requirements, shelf-life, resubmission requirements, and points for each action
- 5. Determine if you could complete any new actions
- 6. Invite those with an interest in a particular area or with access to information to work on related actions (e.g. policy actions to board members, Breakfast After the Bell action to food service director, IAQ and IPM actions to Facilities staff, iSTEAM actions to curriculum and teaching staff, School District Foundation to PTO, etc.)

Completing Actions: Description of Implementation

- Write a short summary of what was accomplished as per the action's requirements. For expired or not approved actions, you will need to edit existing content to reflect new activity and that meets the action's current requirements.

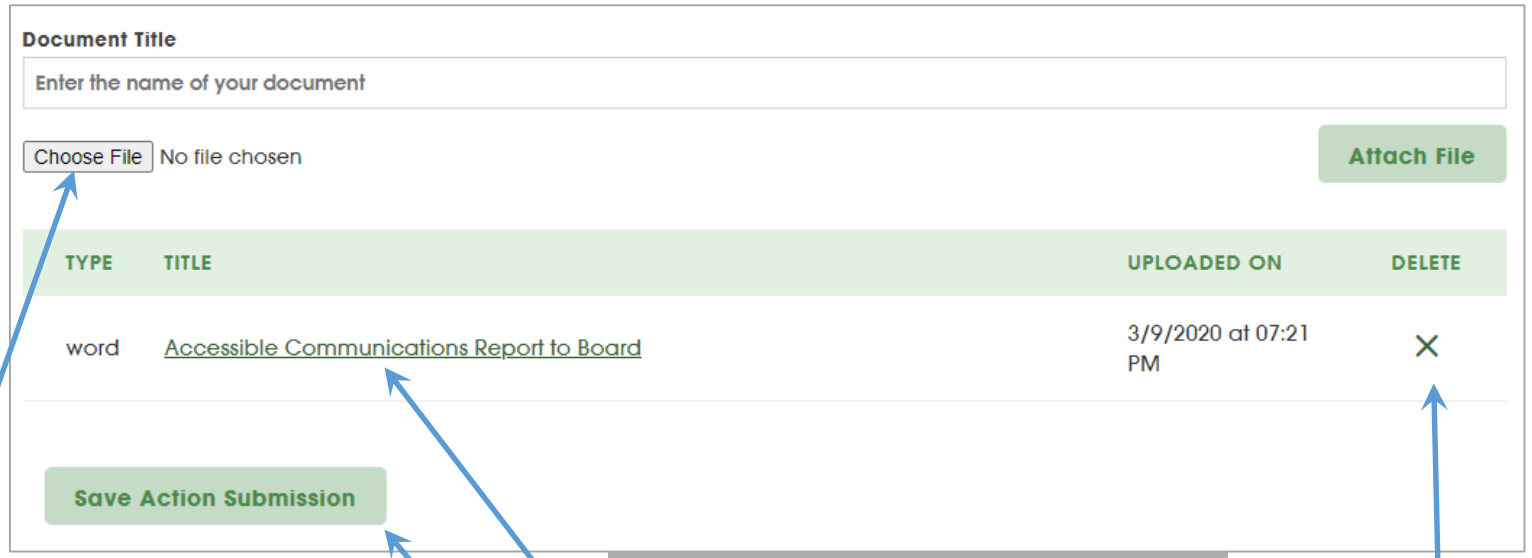


Save Action Submission

Be sure to save action submission at bottom of page after making any changes

Completing Actions: Upload Supporting Documentation

When updating previous submissions, remove all files with outdated content. Check the action description for acceptable date range.



Select the file from your computer to upload

- *Many types of files can be uploaded, up to 50MB*
- *You can type a new name that describes the document*

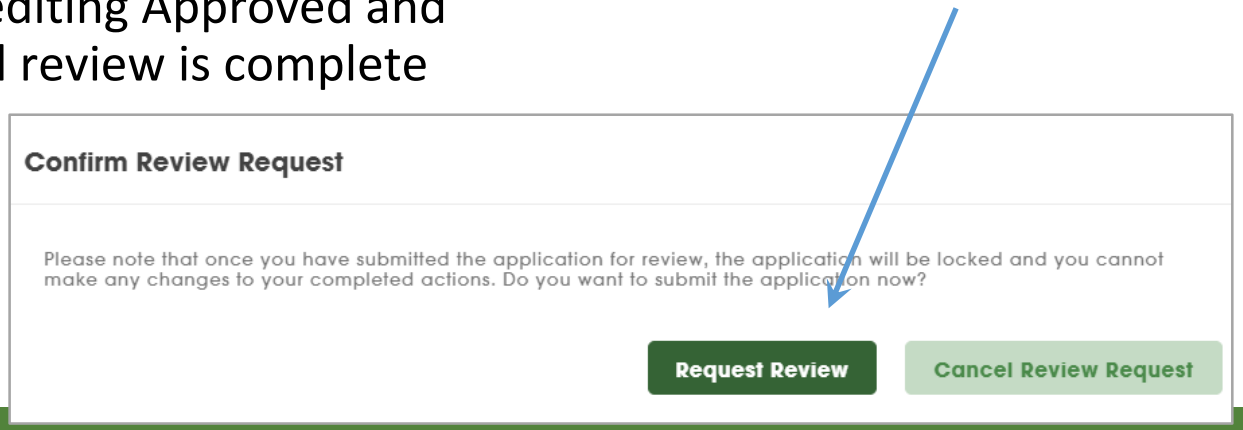
Once successfully uploaded the file will appear in the box below

Be sure to save action submission after making any changes

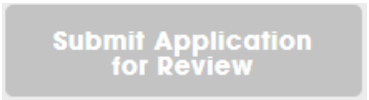
Easily remove files by clicking "X" under Delete

Preparing to Submit District Application

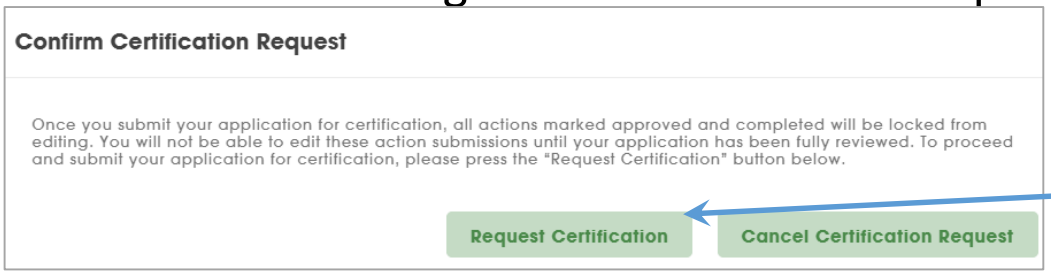
- Once you have finished working on an action, mark it as “Completed”
- There are **no** minimum requirements districts must meet to submit an application
- When ready to Submit Application for Review, press the yellow button:
  - Confirm submission pop-up – click Request Review.
  - All users linked to application will receive an automatic email about submission
- Users are locked from editing Approved and Completed actions until review is complete

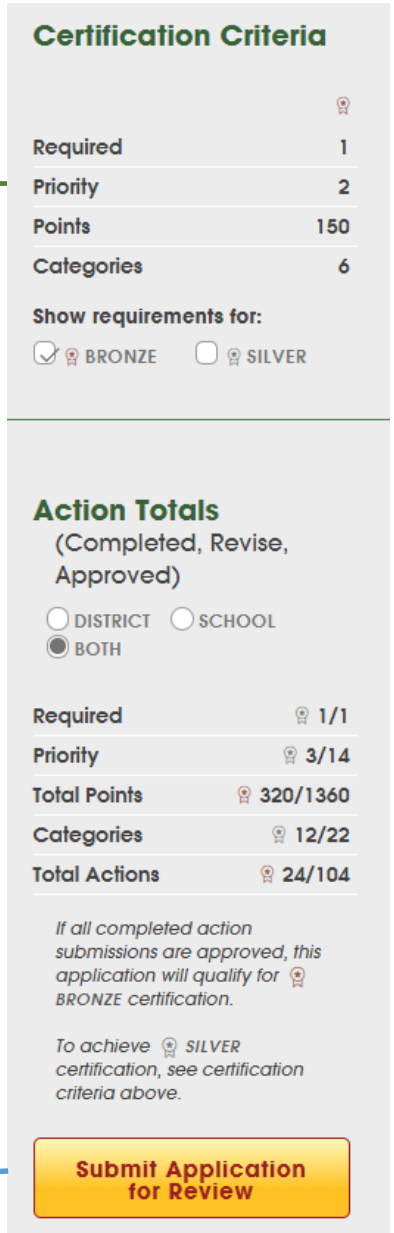


Preparing to Submit School Application

- Certification Criteria visible on right side of application main page
- Action Totals – In school application you can also view points by District, School or Both..
  - District points flow from the District Application
  - District and School points combined determine ability to Submit Application for Review and Certification
- Gray submit button 

turns yellow once actions marked “Completed” and “Approved” meet minimum requirements for bronze certification
- Once submitted, Approved and Completed actions are locked from editing until the review is complete





Tips for Action Updates & Submissions

1. Read the action descriptions to know what the action requires – do this even for actions you've done before; the requirements may have been revised
2. In the Description of Implementation box provide a summary of recent accomplishments. Be sure to remove outdated information. The description should align with the supporting documentation
3. Delete old documents and upload new ones that support the information contained in the summary
4. Type in descriptive document titles for all uploaded files (i.e. Green Purchasing Policy or Outreach Materials)

More Tips for Action Submission

- Do not mark an action as “Completed” if it has not been updated (unless it is needed to get the submit button to turn yellow)
- *Be aware of your 6 document limit!*
- Combine multiple documents into one to reduce number of documents to upload or link to a shared online folder with public access
- *Save online documents (e.g. news articles) as PDFs and upload them to ensure access by reviewer*
- Remove sensitive information before uploading your documentation – Once you are certified your information becomes publicly accessible on the website
- *Inspire others! Tell a story in your narrative*

Why Actions Are Not Approved

Pitfall	How to Overcome
Action documentation completion date is outside the shelf life of the action	Review the Introduction and "What to Submit" sections of the action to find the shelf life of eligible activity and documentation (i.e. how old can they be and still qualify to earn points). Only submit documentation that falls within this period.
Proper documentation not submitted	Ensure that the documentation uploaded fulfills the requirements outlined in "What to submit"
Misinterpretation of Action Goals	Closely read the "What to Do" and "What to Submit" portion of the action to ensure that what you plan to submit is in line with the intent of the action
Seeking credit for same initiative under two different actions	Any initiative may only be submitted under one action, even if it fulfills the requirements of more than one action. Review the entire application to spot duplication
Failure to conduct outreach/education component required for many actions	Read beyond the action's title, paying close attention to the What to Do" and "What to Submit" sections
Failure to complete the prerequisite action	Check the Introduction and the "What to Submit" section for prerequisites, and make sure that any required are completed by the final application deadline.

District & School Collaboration

- Points from District application **flow down to all** participating schools in the district
- Determine which actions the District will complete (If an action status is changed from “Unplanned” in the district application, then schools are blocked from doing that action in their applications)
- District application needs to be completed **and submitted** in the same time frame as school applications

Districts can earn up to 610 points to support school certification

- Green Team Resources
  - Creating a Green Team
  - Working on Certification
  - Promoting Your Green Team
- Presentations
- Resource Library
- Publications

Green Team Resources

Creating a Green Team

Learn what you need to know when establishing a green team.

Read More

Working on Certification

View resources to help green teams achieve certification.

Read More

Green Team Promotion

Read helpful tips on how to promote the work of your team.

Read More

Apply for a Grant

Find out about Sustainable Jersey for Schools grants to help complete actions.

Learn More

Check out Green Team Resources at: https://www.sustainablejerseyschools.com/resources/green-team-resources/

Quick Start Resources

Application User Guide

This document provides step-by-step guidance on all aspects Dashboard, School Dashboard and online certification applic the online application, updating the District or School profile, the account.

Download Application User Guide

Master Action Tracking Spreadsheet

This spreadsheet provides an inventory of program actions, ab requirements, look back and approval periods, resubmission point values. It is a great tool to help a green team identify wh completed by the district or the school. The spreadsheet can which actions the school or district may already be doing and hopes to pursue. It can also be used to track progress in comp compiling the required documentation.

Download the MATS

Sustainable Jersey for Schools Brochure

This brochure lists all of the actions in the program and the ge requirements. It is an excellent resource for green team meetin

Sustainable Jersey for Schools Registered Logo

When your school is registered with Sustainable Jersey, you can have access to the Sustainable Jersey for Schools registered logo. The logo should be used in accordance with Sustainable Jersey for Schools logo guidelines.

To request a registered logo, email schools@sustainablejersey.com.

Sustainable Jersey for Schools Certified Logo

Each certified school receives a customized certified logo that includes its name. Logos are customized for bronze and silver certification.

The logo is emailed to all green team members with access to their school's

TIP: Download the Master Action Tracking Spreadsheet to survey actions and plan: https://www.sustainablejerseyschools.com/fileadmin/media/Grants_and_Resources/Green_Team_Resources/Certification/SJS_Master_Action_Tracking_Spreadsheet.xlsx

Partner With Your Municipal Green Team

Actions that earn points in both programs

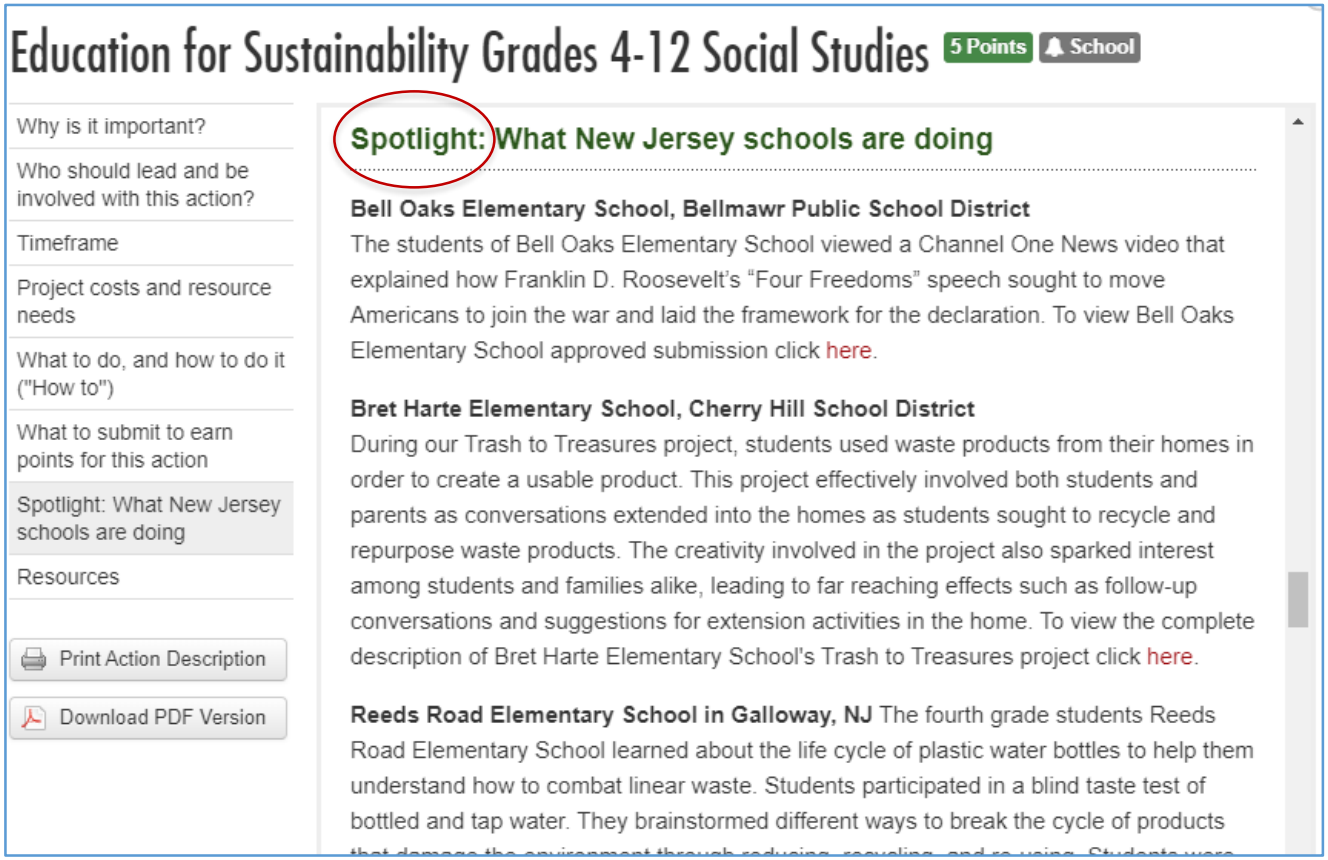
- Community Education & Outreach
- Green Fair
- Green Your Green Fair/School Event
- Civic & Stewardship Activities
- Recycling Non-Mandated Materials
- School Gardens
- Community Asset Mapping
- Safe Routes to School

Highland Park
2019 Green Team Collaboration Award

TIP: Look up your town on the Sustainable Jersey Municipal Program homepage to get contact information: https://www.sustainablejersey.com/certification/search-participating-municipalities-approved-actions/

Check out Examples: Action Spotlights

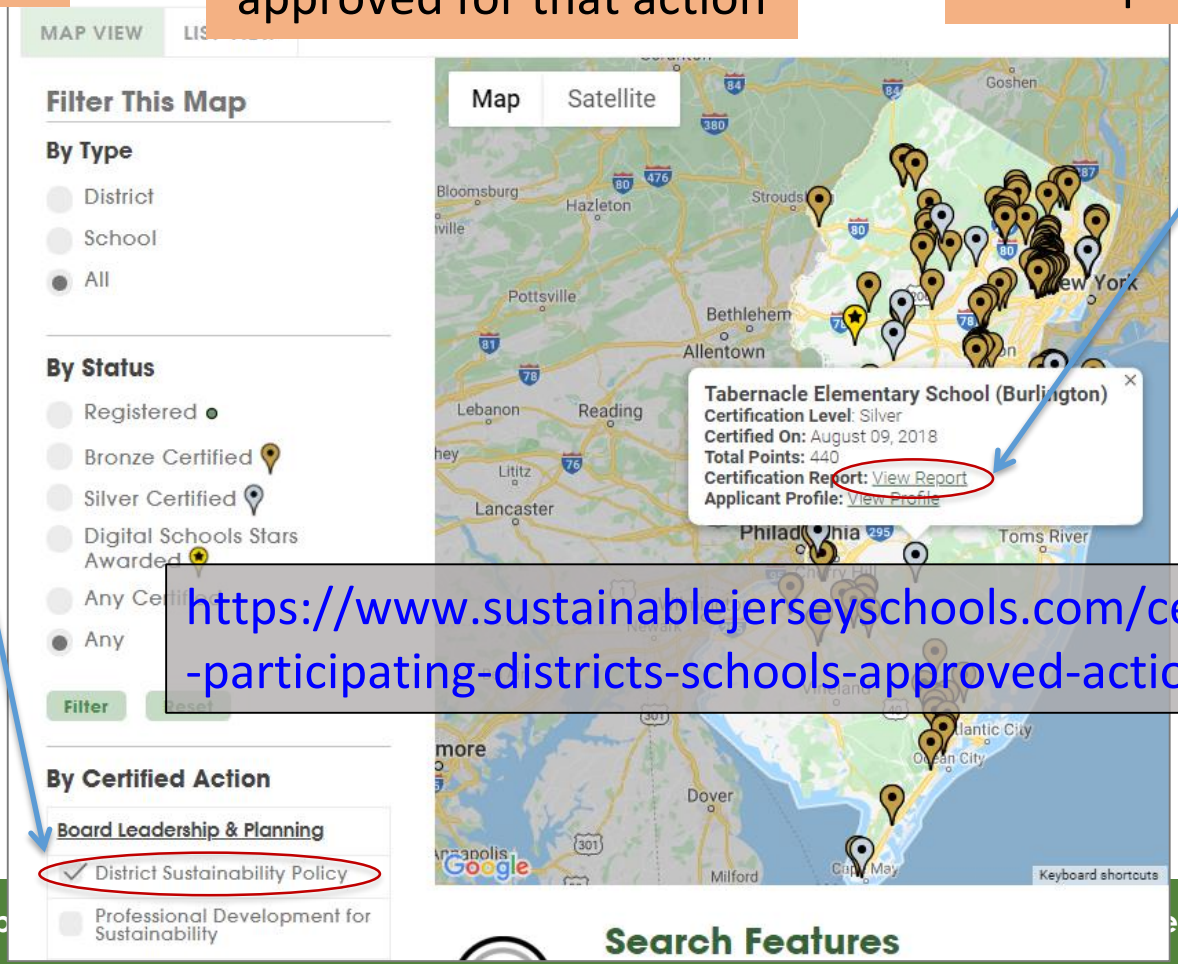
Exemplary submissions from schools that were certified are “spotlighted” in the action descriptions:



Check out Examples: Certification Reports

Use the Participating Schools Map to find examples of documentation from certified schools

Search by action → View certified schools approved for that action → View certification report for example documentation



https://www.sustainablejerseyschools.com/certification/search-participating-districts-schools-approved-actions/

Sustainable Jersey for Schools Community Certification Report

Download PDF Version

This is the Sustainable Jersey for Schools Certification Report of Tabernacle Elementary School (Burlington), a Sustainable Jersey for Schools silver certified applicant.

Tabernacle Elementary School (Burlington) was certified on August 09, 2018 with 440 points. Listed below is information regarding Tabernacle Elementary School (Burlington)'s Sustainable Jersey for Schools efforts and materials associated with the applicant's certified actions.

Contact Information

The designated Sustainable Jersey for Schools contact for Tabernacle Elementa (Burlington) is:

Name:	Gerald Paterson
Title/Position:	Principal / Principal
Address:	141 New Road Tabernacle, New Jersey 08088
Phone:	6092680150 Ext. 2003

Sustainability Actions Implemented

Each approved action and supporting documentation for which Tabernacle Elementary (Burlington) was approved for in 2018 appears below. Note: Standards for the actions changed and the documentation listed may no longer satisfy requirements for that acti points associated with actions prior to 2013 certifications may not be accurate.

Example of certification report; scroll down report to find submission information for searched action.

BOARD LEADERSHIP & PLANNING

District Sustainability Policy 10 Points District

Program Summary:

The Tabernacle Township Board of Education recognizes its role as a responsible steward of the environment. Embracing the sustainable schools concept and building healthy and sustainable schools positively impacts not only our students' learning experience but the health of the entire community. To this end, it supports sustainable planning and operations, as well as sustainability education and shall therefore endeavor to meet the needs of the present without compromising the ability of future generations to meet their own needs. The District's goal is to not only incorporate sustainability into our operational and business practices to the extent of economic and practical feasibility, but to make it an integral part of the students' educational experience. We seek to preserve our natural environment while balancing social, economic and environmental issues. The District believes that it is both possible and desirable to: • Protect the environment and preserve natural resources; • Improve the learning environment and student health; • Enhance sustainability leadership in our schools and community; • Strive to create green and healthy spaces within and outside our schools; • Create a culture of Environmental Stewardship. • Save General Fund dollars that can be used towards education and jobs. The District further believes that public education can provide leadership in sustainable development and operations. Therefore, it shall implement this policy in a manner that will involve those who attend, visit, and work in support of the District. The extent of this policy is far-reaching. It will include, but not be limited to: • Facility operations, functionality, design and construction; • Purchasing; • Curriculum development; • Health and Wellness. The Superintendent, in consultations with the Business Administrator shall establish administrative procedures and guidelines to implement this policy. Our district continues to recognize the importance of sustainable practices. There is on going support for the SJ4S actions as we strive towards a more responsible & sustainable school.

- BOE Approval Documentation
- District Sustainability BOE minutes 2017
- District Sustainability Policy Documentation/BOE
- District Sustainability Policy Documentation/screen shot

Strategy for moving forward!

- Focus on completing your Green Team Action
- Two Priority Actions
- Update expired actions
- Review 'Not Approved" action comments
- Identify actions that district and school are already doing or could readily do
- Determine the outstanding items needed for each action to meet the submission standard
- Use the Master Action Tracking Spreadsheet to divvy up the actions and track progress
- Add contributors to your dashboard to help with the application; recruit admin or student interns to help with collecting and uploading documentation

First Certification Application Deadline:

Thursday, January 13, 2022 at 11:59pm

Program Partners

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Questions?

Sustainable Jersey for Schools is here to help!

Véronique Lambert

609-771-3427 or schools@sustainablejersey.com

For Digital Schools questions:

Larry Cocco

609-771-2802 or coccol@tcnj.edu

Contact us to schedule individual technical assistance sessions

The recorded webinar and slides will be posted here: https://www.sustainablejerseyschools.com/resources/presentations/webinar-recordings/